



## **Film Production Liaison Panel**

### **TERMS OF REFERENCE**

#### **1. PURPOSE**

The Film Production Task Force, referred to as the Film Production Liaison Panel, will work collaboratively to identify opportunities to support and encourage film production within the Town of The Blue Mountains and to position the Town as a film-ready and film-friendly community.

#### **2. MANDATE**

The Mandate of the Film Production Liaison Panel is to support and encourage film production within the Town of The Blue Mountains through the following:

- Serve as a Liaison Panel to discuss opportunities to attract and encourage film production in The Blue Mountains; and
- Work collaboratively to position The Blue Mountains as a film-ready and film-friendly community.

#### **3. MEMBERSHIP**

The Film Production Liaison Panel will be comprised of representatives within the local film production industry, representatives from the Blue Mountain Film Festival, one (1) appointed member of Council, along with a complement of Town staff as deemed appropriate.

The composition is noted below:

##### **Members:**

- Up to Four (4) Representatives of the Local Film Production Industry
- Up to Two (2) Representatives of the Blue Mountain Film Festival
- One (1) Member of Council as being represented as the Chair of the Town's Economic Development Advisory Committee
- One (1) Lead Town staff resource being the Manager of Communications and Economic Development

- Up to Two (2) additional Town Staff as required

Formal minutes of the Film Production Liaison Panel will not be taken by the staff resources provided by the Town. Notes taken will be in the form of action items highlighting agreed-upon next steps and identifying those individuals responsible for the completion of specific tasks.

To provide a formal structure, the member of Council will serve as Chair of the Film Production Liaison Panel.

#### **4. QUORUM**

A Task Force is not required to follow the Town's Procedural By law, therefore there are no requirements related to Quorum of the Liaison Panel as per the standards of the *Municipal Act, 2001*. However, to ensure a collaborative nature, meetings of the Film Production Liaison Panel shall have at least one (2) representative from the local film production industry, one (1) representative from The Blue Mountains Film Festival, one (1) appointed member of Council and at least one (1) member of Town staff present.

To avoid a quorum of Council, No more than three (3) members of Council shall be in attendance for a meeting of the Film Production Liaison Panel.

#### **5. REMUNERATION**

No compensation shall be provided to non-Town staff members of the Film Production Liaison Panel for their participation.

#### **6. MEETINGS**

The Film Production Liaison Panel will meet on an as-needed basis up to six (6) times per calendar year. Meetings shall have a duration of no longer than two (2) hours in length.

#### **7. AGENDA**

Meeting agendas will be focused on the Mandate of the Film Production Liaison Panel.

#### **8. TERM**

The Term of the Film Production Liaison Panel shall be until the end of the 2021 – 2025 Term of Council, unless extended by a resolution of Council.